

Message Text

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ACTION ARA-10

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FM AMEMBASSY SAN JOSE

TO SECSTATE WASHDC PRIORITY 1314

UNCLAS SAN JOSE 3680

E.O. 11652: N/A

TAGS: AFSP, CS

SUBJECT: JUSTIFICATION FOR NEW GSO CLERK POSITION

REF: STATE 203094

1. SAN JOSE'S AMERICAN PERSONNEL COMPLEMENT HAS INCREASED BY 8 OFFICERS (1 AID, 3 DEA, 1 AGRIC, 1 PC, 2 STATE) IN LAST TWO YEARS. WITHIN SAME TIME FRAME, EMBASSY'S SHARED LOCAL PERSONNEL CEILING WAS REDUCED FROM 34 TO 33 POSITIONS.

2. SEVERITY OF PROBLEM CAUSED BY ADDITIONAL WORKLOAD AS A RESULT OF GREATER NUMBER OF AMERICANS AT POST IS MOST EVIDENT IN GENERAL SERVICES SECTION. DUE TO INCREASING DEMANDS FOR ALL TYPES OF SERVICES, BACKLOGS IN CLERICAL AREAS ARE VERY SERIOUS. PURCHASE ORDER/REQUISITION PREPARATION OFTEN REQUIRES A FULL DAY OR MORE, WHILE CORRESPONDENCE OF A GENERAL NATURE IS DELAYED AND FILING IS POSTPONED FOR WEEKS. IT IS ENVISAGED THAT PROPOSED CLERK WILL SPEND APPROXIMATELY 50 PERCENT OF HER TIME ASSISTING THE TWO PRESENT GSO SECRETARIES WITH FILING AND TYPING.

3. FIVE JAO SECRETARIES OR TYPISTS (INCLUDING ONE ACCOUNTANT/TYPIST) MUST PRESENTLY ROTATE TO FILL TELEPHONE OPERATOR AND RECEPTIONIST POSITIONS DURING THE 41 DAYS PER YEAR WHEN THE INCUMBENTS ARE ON ANNUAL LEAVE. BETWEEN THEMSELVES, UNCLASSIFIED

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THE FIVE EMPLOYEES EARN AN ADDITIONAL 103 DAYS OF LEAVE.

TOTAL OF 144 DAYS PER YEAR INDICATES THAT JAO IS WITHOUT ADEQUATE SECRETARIAL HELP FOR 55 PERCENT OF EACH YEAR. THE PROPOSED CLERK WOULD BE A RECEPTIONIST OR TELEPHONE OPERATOR DURING PERIOD OF INCUMBENT'S ANNUAL LEAVE, PERMITTING JAO'S SECRETARIES TO PERFORM THEIR ASSIGNED DUTIES WITHOUT INTERRUPTION.

4. EXCLUDING THE AMERICAN B&F/PERSONNEL OFFICER, THE PERSONNEL SECTION IS STAFFED BY ONLY ONE FSL ASSISTANT. JAO HAS RESPONSIBILITY FOR POST PERSONNEL MANAGEMENT OF 49 AMERICANS AND 92 LOCALS REPRESENTING ALL AGENCIES OF THE USG IN COSTA RICA. THE PRESENT WORKLOAD IN THE SECTION DOES NOT WARRANT A SECOND FULL TIME POSITION, BUT FILING AND RECORDS MAINTENANCE ASSISTANCE ON A REGULAR BASIS IS MANDATORY.

5. THE PRESENT LACK OF ADEQUATE SECRETARIAL ASSISTANCE WILL BE AGGRAVATED IN SEPTEMBER BY THE ARRIVAL OF A NEW AMERICAN ADMIN. ASSISTANT (FSR-7) WHO WILL REQUIRE SOME DEGREE OF CLERICAL SUPPORT. APPROVAL OF NEW CLERK POSITION WILL PROVIDE THE EMBASSY WITH SOME FLEXIBILITY IN USING LIMITED SECRETARIAL RESOURCES TO BEST ADVANTAGE.

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